

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818



| | |
|----------------------|-------------------|
| Employee Name | MORGAN, Brett |
| Expense Dates | 09/17/09-09/17/09 |
| Total Expense Amount | 352.21 |
| Amount Due Employee | 34.76 |
| Form ID | TEA000514802 |

I have reviewed the following documents

Approved by:

MATTHEW L CATE

Travel & Expense Account Summary

Employee Name Brett MORGAN
Expense Dates 09/17/09-09/17/09
Report Name September 2009 Travel

Request Total \$ 352.21
Direct Charge Total - 317.45
Travel Advances - 0.00
Net Due Employee = 34.76

| Trip Totals | | |
|-----------------------|-----------|--------------|
| Trip/Expense Category | Trip Name | Total Amount |
| Regular Travel | San Diego | 352.21 |

NOTE: (d)=Direct Charge

| DATE | Thu Sep 17 | | | | | | | | | TOTAL |
|----------------------------|---------------|--|--|--|--|--|--|--|--|--------|
| Commercial Air Fare (d) | 317.45 | | | | | | | | | 317.45 |
| Mileage, Personal Auto | 25.76 | | | | | | | | | 25.76 |
| Parking, Auto | 9.00 | | | | | | | | | 9.00 |
| TOTALS \$ | 352.21 | | | | | | | | | 352.21 |

Travel & Expense Account Summary & Detail

| Trip/Expense Category | Trip Name | Date | Expense Item | Amount | Payment Type |
|-----------------------|-----------|----------|------------------------|--------|---------------|
| Regular Travel | San Diego | 09/17/09 | Commercial Air Fare | 317.45 | Direct Charge |
| Regular Travel | San Diego | 09/17/09 | Mileage, Personal Auto | 25.76 | Cash |
| Regular Travel | San Diego | 09/17/09 | Parking, Auto | 9.00 | Cash |



Thank you!

Your Confirmation is NK2QLV

Traveler A



Continue to Book Your Car

Our fares are low, and so are our car rental rates.
Search cars using the travel dates and destination from
your air reservation.



Book a Flight



Book a Car

Air

Adult 1: BRETT MORGAN

Acct#: 00001046516004

Confirmation # NK2QLV

AIR ITINERARY

DEPART **Sacramento, CA to San Diego, CA**

SEP Thursday, September 17, 2009

17 Travel Time 1 h 30 m
(Nonstop)#102 Depart **Sacramento, CA (SMF)**Arrive in **San Diego, CA (SAN)**RETURN **San Diego, CA to Sacramento, CA**

SEP Thursday, September 17, 2009

17 Travel Time 1 h 35 m
(Nonstop)#402 Depart **San Diego, CA (SAN)**Arrive in **Sacramento, CA (SMF)**

BAGS FLY FREE.™



NO CHARGE FOR FIRST OR SECOND CHECKED BAG

Weight and size limits apply.

BILLING

INTERNAL REFERENCE NUMBER: EX

| Purchaser Name | Form of Payment | Billing Address | Amount |
|--|------------------|---|----------|
| Billed to Account "Dept. of Corrections" | XXXXXXXXXXXX1015 | Billing address information is on file. | \$317.45 |

PRICING

| Passenger Type | Trip | Routing | Fare Type | Base Fare | Govt. Taxes and Fees | Quantity |
|----------------|--------|---------|-----------|----------------------------------|----------------------|----------|
| Adult | Depart | SMF-SAN | Anytime | \$149.77 -\$11.98 \$137.79 | \$20.94 | 1 |
| Adult | Return | SAN-SMF | Anytime | \$149.77 -\$11.98 \$137.79 | \$20.93 | 1 |
| | | | | \$275.58 | \$41.87 | 1 |

**Sacramento Int'l
Airport**

Cashier : 23 Seq # 1831
License Plate : XX NOPLATE
Ent : 06:50 09/17/09 Lane 5
Exit: 15:34 09/17/09 Lane 17

| | |
|----------------|-------|
| FEE \$ | 9.00 |
| AMOUNT TEND \$ | 10.00 |
| CASH \$ | 9.00 |
| CREDIT CARD \$ | 0.00 |
| CHECK \$ | 0.00 |
| CHANGE CALC \$ | 1.00 |

PAID AT CT \$ 9.00

Taxes Included

*** Start Calculation Details ***

1 Day(s) @\$9.00 = \$9.00

*** End Calculation Details ***

*** Thank You ***